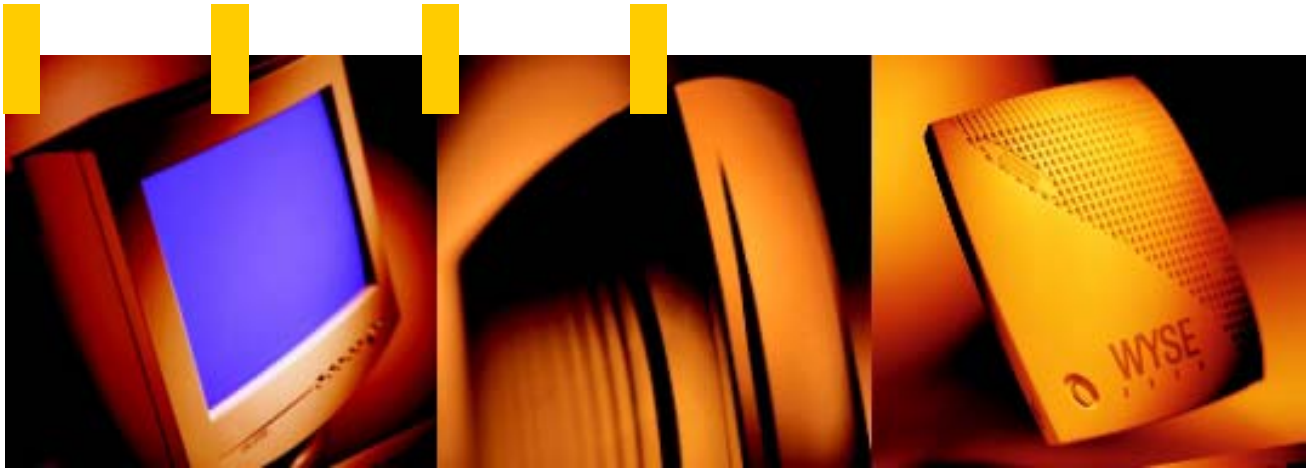
Quick-Start Guide:
Using Tech Pubs' TEAC®
Model CDWE54E USB CD-RW Drive

Issue: 011602



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Quick-Start Guide:
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Getting Started

This guide provides a method for you to rapidly install and begin using Tech Pubs' portable Model CDWE54E drive to record data on CD-R (Compact Disc, Recordable) and CD-RW (Compact Disc, ReWritable) discs, using Microsoft® Windows® 98, ME, and 2000 operating systems and Adaptec® (Roxio™) Easy CD Creator® application software on the department's Dell® computers. The main purposes of the drive are for creating new data discs (e.g., for Doc Control deliverables or for archiving Tech Pubs source files) and for copying existing data discs (e.g., for copying Tech Pubs archive discs).

The guide assumes your competence with Windows operating systems.

The guide is not a substitute for the equipment and application manuals and cites them for commands, user interface references, processes, and definitions; therefore, only the information necessary for process-specific functions is included. For additional information, consult the cited references.

Caution

If you copy any discs (or any data) other than those produced by Wyse, ensure that you are in compliance with all applicable licensing agreement(s) and any copyrights that might be associated with that data.

The CDWE54E drive was purchased to allow CD-R and CD-RW data discs to be written and read (a list of compatible discs for recording is provided in Appendix A of the drive's manual). The drive also supports other types of recording/playback; however, this guide covers only information that is pertinent to recording for the purposes stated above.

Care of CD-ROM Discs

CD-ROM discs (CDs) have longer potential life than magnetic media, but longevity estimates vary (by manufacturer, disc chemistry, and storage conditions); however, the Optical Storage Technology Association (OSTA, http:\\www.osta.org) estimates CDs' life at multiple decades. ANSI Committee IT-9 is still developing comprehensive guidelines for estimating the life of CD-R and CD-RW discs. General guidelines for handling CDs are:

- Handle CDs by their edges and never place them recorded-side down on any surface.
- Keep CDs in protective coverings (sleeves, jewel cases, etc.) when not in use.
- Store CDs where they will remain clean, dry, cool, and out of bright light.

About CD-R (Recordable) Discs

CD-R discs enable the recording of data in one or more sessions (i.e., you can write some data to a CD, stop, and then later continue recording in another session), provided the disc is not "closed" (made inaccessible for further recording).

Existing data on a CD-R disc can not be overwritten or erased (i.e., data can only be *added* in an open or a new session until the disc is full or closed, after which no more data can be recorded on it). CD-R discs are an inexpensive write-once recording medium.

About CD-RW (Rewritable) Discs

CD-RW discs enable the recording, re-recording (in one or more sessions, including overwriting), and erasure of stored data 1,000 or more times. CD-RW discs are an inexpensive multi-write recording medium, but are not compatible with some older drives.

CD-R and CD-RW discs do not have to be closed to be read by most CD-ROM drives.

System Requirements

The CD-RW drive was purchased primarily for use with the department's Dell computers, which meet the unit's requirements regarding processor speed, installed RAM, and hard disk drive access time (the CD-RW unit's specifications are provided in the back of its manual). There are, however, a few needs to bear in mind before you connect and begin to install the drive and related software. Also required are:

- Windows® 98, ME, or 2000 (95 and NT are not supported)
- 70 MB (minimum) storage space on the target computer

Note

This storage space requirement is for the drivers and basic applications only; Easy CD Creator requires additional temporary hard disk space while processing a CD image. If there is not enough disk space, an error message will be displayed and processing of the CD will stop, making it necessary for you to restart the recording after you have made enough disk space available or have reassigned the system to use a drive that has enough space.

- USB port(s) (if a hub is used, it must be a powered hub)
- (Optional) CD-ROM drive for duplicating discs, if needed

What You'll Need (Equipment, Application Software, Supplies, etc.)

The TEAC CD-RW unit came in a bundle with everything you need to set it up and use it:

- USB CD-RW drive, Model CDWE54E (stored in the department software cabinet)
- AC power cable (stored with the drive)
- USB cable (stored with the drive)
- *TEAC 4x4x6 CD-RW USB User's Manual* (hard copy is stored with the drive)
- *Addendum for TEAC USB 4x4x6 CD-RW Drive* (hard copy is stored in the manual)
- *TEAC Adaptec® Software* CD (with drivers, software, etc., stored with the drive)

Note

Drivers for the Model CDWE54E are also available from TEAC at:

http://www.teac.com/DSPD/TechSupport/Drivers/usb_d.htm

You'll also need the following:

- *Easy CD Creator Update V4.05* (the required file, *ecdc_v405_up.exe*, is stored on CD in the envelope with the application CD), which is also available from Roxio at:

  http://www.roxio.com/en/jhtml/support/webcheckup.jhtml

- CD-R or CD-RW discs for recording (compatible discs are listed in the back of the drive's manual). Ensure that the amount of data you intend to record is appropriate for the capacity of the disc(s) you intend to use. Tech Pubs' standard discs (Imation 1x - 16x compatible, 80 min. CD-R) hold 700 MB of data (maximum) each.

Note

You do not have to create a CD immediately. You can create an image of the data and create the CD at another time, provided that Easy CD Creator has been installed. This is discussed in the section "Creating a Layout for a CD or an Image (Single- or Multi-Session)."

Additionally, you might need one or more marking pens to identify the disc(s). Easy CD Creator has an interface through which you can design labels for the CD and the jewel case, but for Tech Pubs' purposes, CD labels are a needless expense—just use a permanent felt-tip marker to write in the appropriate spaces provided on the disc(s). Be sure to print clearly!

Installing/Configuring the CD-RW Unit and Installing Easy CD Creator

Connecting and Powering-Up the CD-RW Unit

1. Boot the target computer and wait until Windows is fully initialized.
2. Ensure that the power switch on the rear panel of the CD-RW unit is set to ***off*** (○). Connect the appropriate end of the USB cable to a USB receptacle on the target computer, then connect the other end to the USB receptacle on the rear of the drive.
3. Connect the AC power cable to the drive, then to an AC power receptacle, and set the power switch on the rear panel of the drive to ***on*** (—). If you are:
   - Connecting the drive to the computer for the first time — After a few moments the **Add New Hardware Wizard** will be displayed. See the **Note** below, refer to the manual, *TEAC 4x4x6 CD-RW USB User's Manual*, and follow those instructions for loading the USB driver.
   - Reconnecting the drive (i.e., it was successfully installed earlier) — Windows will recognize it and will assign a drive letter for it under **My Computer**.

Note

There are differences in the methods for installing the drive for Windows 98 and Windows ME or Windows 2000. For full information on how to set up the drive, see the TEAC-provided manual, *TEAC 4x4x6 CD-RW USB User's Manual*, a hard-copy of which is located in the department software cabinet.

Note

There is an addendum to the installation instructions, the orange half-sheet that has been inserted in the manual (i.e., in both the hard- and soft-copy versions). The addendum modifies the installation procedure for loading the USB driver (step 10 on page 7 of the manual). Use the addendum to ensure that Windows can locate the TEAC-provided USB driver and related support files when installing the drive.

Installing the Easy CD Creator Application and Its Update

1. Install Easy CD Creator 4.02 (provided on the *TEAC Adaptec® Software* CD) in accordance with the instructions in the CD-RW unit's manual. Reboot the computer.
2. Install the Easy CD Creator 4.05 update (*ecdc_v405_up.exe*, located on the CD titled *Easy CD Creator Update V4.05*). Reboot the computer.

Note

It is a good idea to shut down all unneeded applications (foreground and TSR) before installing any new hardware or software.

It is also a good idea to turn off the CD-RW unit before restarting or shutting down Windows (be sure to remove any disc that might be in the drive first); otherwise, *sometimes* an error message might be displayed and you will have to manually reset the computer.

The Easy CD Creator User Interface

This guide discusses only the Easy CD Creator application provided with the CD-RW unit, and covers only the functions for which the drive was purchased, as stated in the paragraph "Getting Started" (above). If you have a question about Easy CD Creator and it is not in this guide, please refer to the *Easy CD Creator 4.0 Quick Reference Guide* (ECD_STD.pdf), also provided on the application CD. Please note that on the CD (where X refers to the drive letter) the English version is located in:

X:\DISK1\Ecdc\setupdir\0009\ECD_STD.pdf

Two other applications (not recommended for the reasons below) are also provided on the CD:

- Direct CD™ (a utility for using a CD-RW unit like a high-capacity floppy disk drive)

Caution

Direct CD requires formatting the disc(s) using UDF (Universal Disc Format) V1.5, a file system endorsed by OSTA for use with packet-writing and recordable optical disc technologies such as CD-ROM and DVD. Readability of the discs on any computer other than that which created the CD(s) and under different circumstances varies; therefore, Direct CD is not recommended for Tech Pubs' use in production.

- Take Two™ (system backup software for Windows)

Caution

Take Two has some known problems, leading Roxio (current producer of the Easy CD Creator suite) to post an advisory regarding its use. On some systems, Windows 2000 has been rendered inoperable after installation of Take Two; therefore, Take Two is not recommended for Tech Pubs' use in production.

To start Easy CD Creator use one of the following:

- **Start** | **Programs** | **Adaptec Easy CD Creator 4** | **Create CD**
- **Start** | **Programs** | **Adaptec Easy CD Creator 4** | **Features** | **Easy CD Creator**
- on the taskbar

Easy CD Creator's **Welcome** panel (Figure 1) will be displayed. The **Welcome** panel (also referred to variously as **Main** or **main menu** in the product literature) provides shortcuts to the most commonly used interfaces, as well as a shortcut for purchasing an upgrade.

Descriptions of the actions associated with the buttons on the panel are provided in the following paragraphs (see the **Note** below). For on-line use, select any of the active buttons on Figure 1 to navigate directly to the related section.

Note

The functions associated with the buttons **Audio** and **Deluxe Upgrade** are not needed for Tech Pubs' regular operations and therefore are not discussed.

Note

When either of the buttons **Audio** or **Data CD** is selected, Easy CD Creator's splash screen (Figure 2) will briefly be displayed first as the associated user interface is initialized. The splash screen is not displayed as the product's other user interfaces are initialized.

Figure 1 Easy CD Creator Welcome Panel

EASY CD CREATOR™ 4
AUDIO
DATA CD
CD COPIER
JEWEL CASE CREATOR
DELUXE UPGRADE
WELCOME
Welcome to Easy CD Creator, the easiest way to put your world on CD. Create audio CDs that can be played on your home or car stereo, or store your important data, such as files and folders from your hard disk, on CD.
adaptec

Figure 2 Easy CD Creator Splash Screen

ADAPTEC
EASY CD CREATOR 4
Copyright © 1995-2000 Adaptec Corporation
Adaptec Easy CD Creator is not licensed or sold for unauthorized copying of copyright works.

Using Data CD

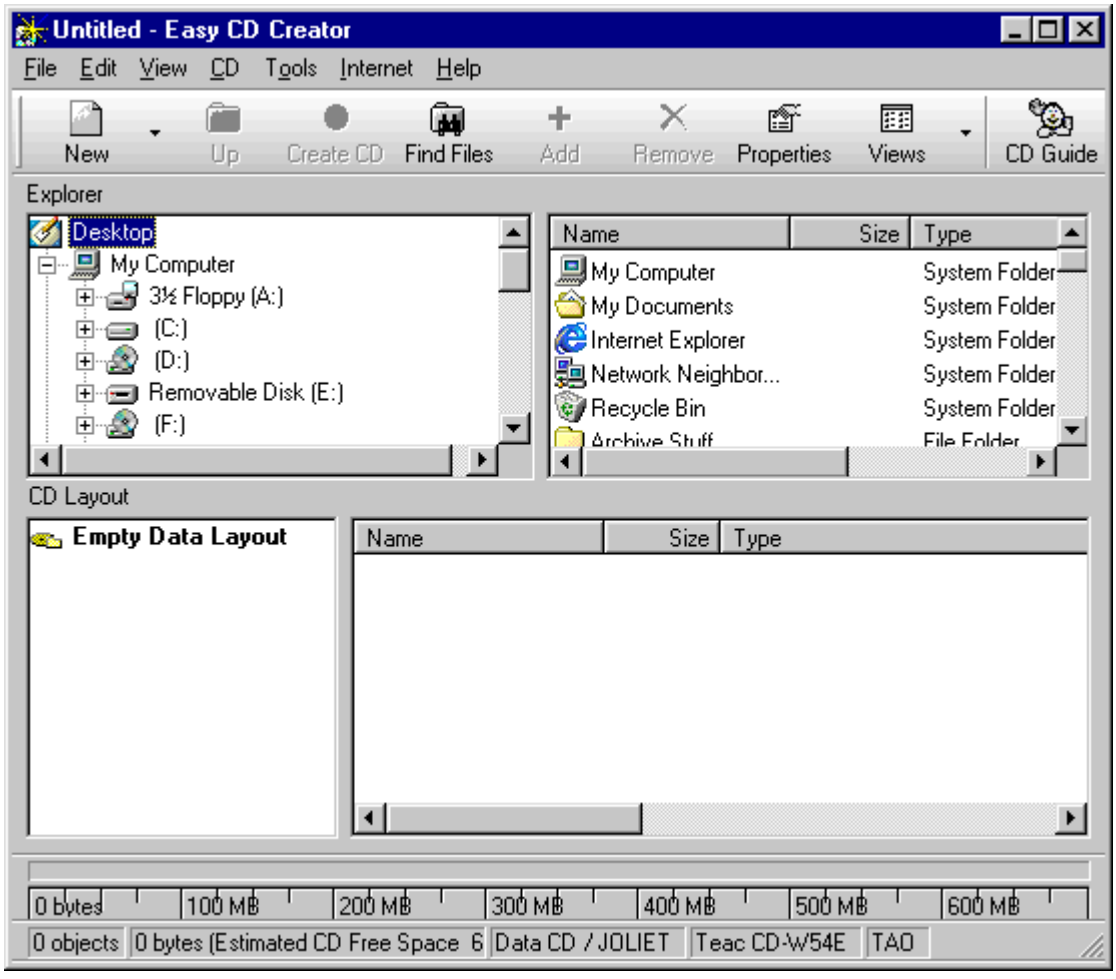
The **Data CD** button invokes the **Easy CD Creator** window (Figure 3), the primary user interface for creating CDs. The menu and button bars provide a method of invoking Easy CD Creator's functions, and some of the buttons (**Find Files**, **Properties**, and **Views**) invoke Windows Explorer commands.

Note

Refer to Microsoft's product documentation for information about operating system-level commands and procedures.

The **Easy CD Creator** window displays several panes showing Windows' **Explorer** (file management) view and Easy CD Creator's **CD Layout** view, which provide drag-and-drop simplicity for creating CDs directly from file sets or indirectly from "images" (file sets processed in advance for later writing to CDs). The menus, button bar, and status bar in the **Easy CD Creator** window are referenced only as required in the following sections.

Figure 3 Easy CD Creator Window (Default Views)



Note

Until at least one file is added to an empty layout it is titled "Empty Data Layout," and until the layout is saved the title bar displays "Untitled."

Creating a Layout for a CD or an Image (Single- or Multi-Session)

As stated above, this quick start does not detail all of the features of the Easy CD Creator product; it only references certain features and commands in relation to specific processes. Refer to the Easy CD Creator 4.0 Quick Reference Guide (ECD_STD.pdf) for full descriptions of the interface and commands. This section is primarily concerned with preparing single-session CDs; however it also contains notes regarding differences in settings for creating images, single-session, and multi-session CDs.

1. If you want to:

- Create a new layout or CD — Select **File** | **New CD Layout** | **Data CD** or click **New** | **Data CD** on the button bar. The left **CD Layout** pane will have an "Empty Data Layout" and the right pane will be empty.
- Open an existing multi-session layout for adding material — Select **File** | **Open CD Layout** (or **Ctrl**+**O**) and navigate to and select the appropriate CD Creator layout file (".cl4" data format). The left **CD Layout** pane will show the layout's name and directory structure, and the right pane will show the layout's file structure.
- Add material to an existing CD for which there is no saved layout — Refer to "Importing a Layout (Session) from a CD" and then continue with Step 2.

2. Drag and drop the (new or additional) material you intend to record into either of the **CD Layout** panes (see the **Note** below). (Reparenting, i.e., reordering directories, is easy in Easy CD Creator, just drag and drop the required files and directories as needed in the **CD Layout** panes.) Also note that the appearance of the **CD Layout** panes changes, i.e., by default the left pane displays a date/time stamp identifier for a new, unnamed layout or the volume label of an existing or named layout, and the **Create CD** button is made active (the spot changes from gray to red).

Note

The status bar (at the bottom of Figure 3) shows the amount of data in the layout and the number of objects in it, CD free space (estimated), the type of CD to be created and the file system selected, and the CD writing method, e.g., track-at-once (TAO, one-track-at-a-time recording, laser off between track writes) or disc-at-once (DAO, whole disc recording, laser on between track writes).

3. Select **File** | **CD Layout Properties**, or highlight and right-click the date/time stamp identifier (the default volume label) and select **File** | **Properties** (or click **Properties** on the button bar) to display the **CD Layout Properties Sheet** (Figure 4). This properties sheet contains three pages: **General**, **File System**, and **File Types**. The pages' features and recommended defaults are described below:

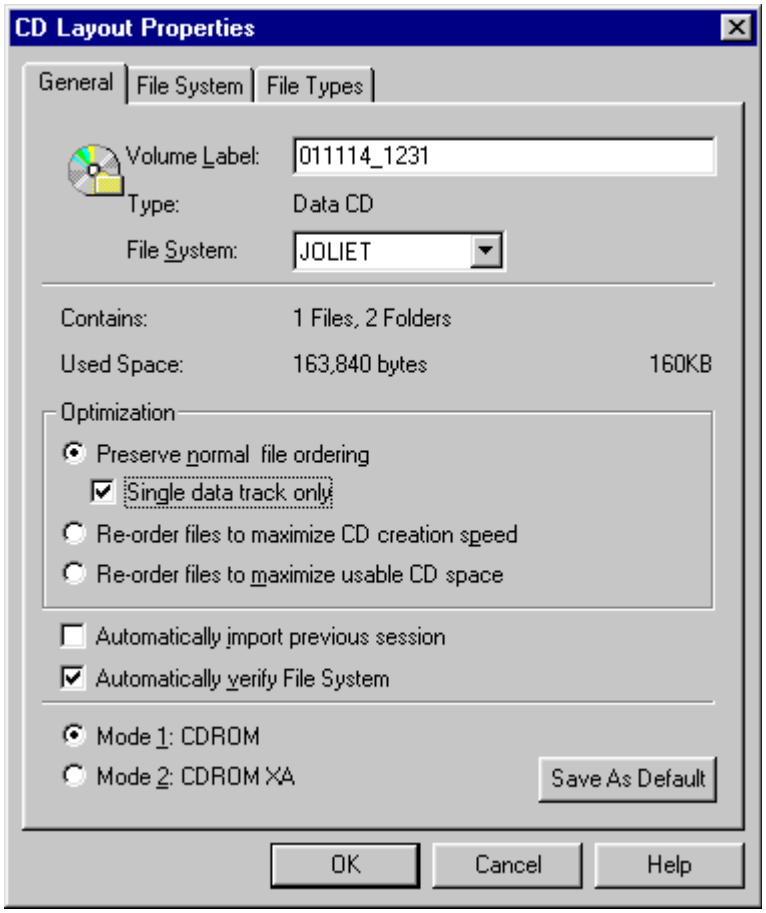
   a. **General Page** - Refer to Figure 4. Overwrite the **Volume Label** (if needed). Only two data CD file systems are supported:

   - **ISO-9660** — "8.3" convention, alphanumeric (0-9, A-Z, and _ permitted), all uppercase, eight-character name/three-character file-type extension, eight-character directory names, maximum eight-level-deep directory structure.
   - **JOLIET** — Unicode (international) character set, uppercase/lowercase, 64-character long file/directory names (including file-type extensions), spaces in directory and file names permitted, directory structure may be deeper than eight levels (a maximum of eight is recommended for compatibility).

Note

It is recommended that you keep your file and directory names as short as is practical to facilitate compatibility.

Figure 4 CD Layout Properties, General Page (Recommended Defaults)



Note

For additional information on file systems, refer to Roxio's Web site at:

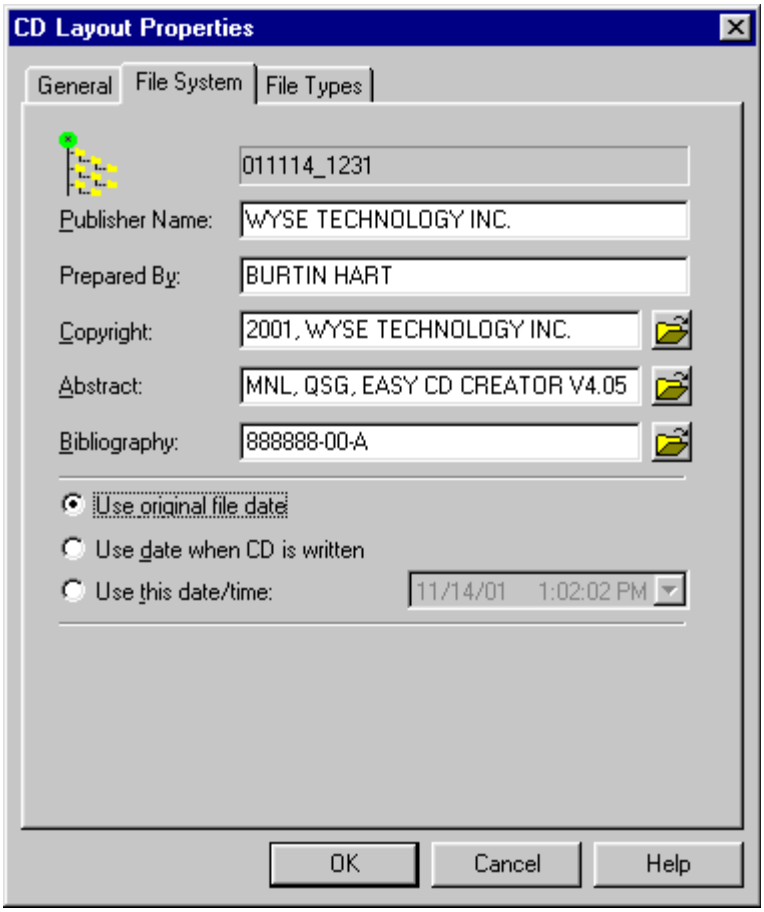
http://www.roxio.com/en/support/cdr/filesystems.html

Note

For multi-session recording, select **Mode 2: CDROM XA**. You will also need to close the session but leave the CD open (see the **Note** under Figure 12). Also, the **Mode 1: CDROM** and **Mode 2: CDROM XA** radio buttons are deactivated (grayed-out) for layouts (sessions) imported from a CD.

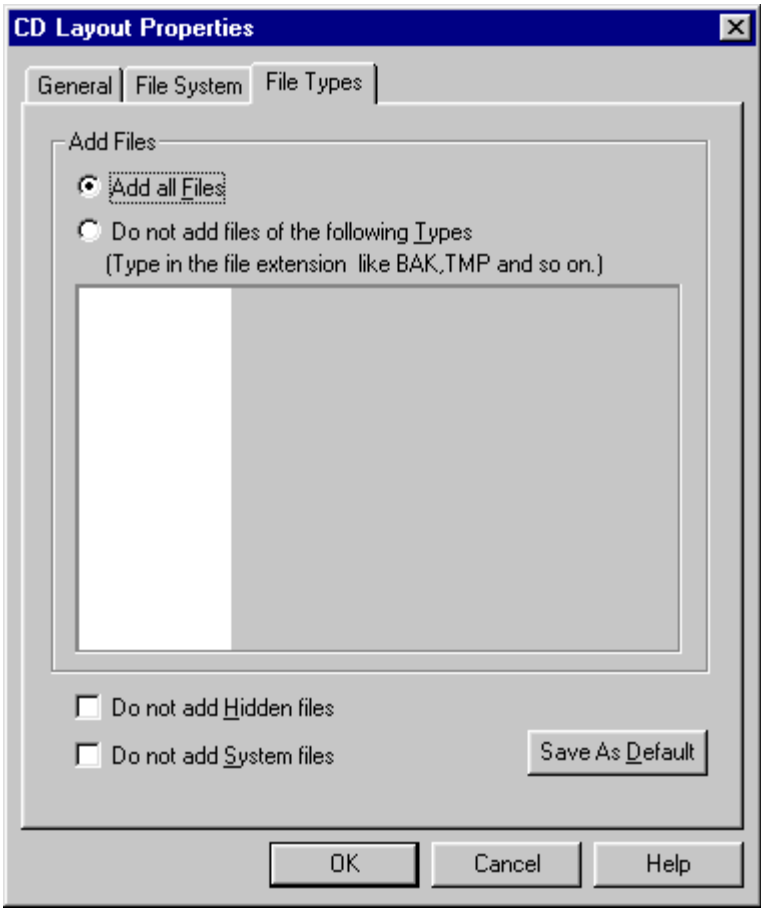
b. **File System Page** - Refer to Figure 5. The fields **Publisher Name** and **Copyright** should identify Wyse, **Abstract** should be a description of the content, and **Bibliography** should be a unique identifier (for most purposes the Agile part number). You may also create/associate text files for copyright, abstract, and bibliography data (they must be individual ".txt" files; the first character must be an underscore, i.e., _; and the files must be in the CD's root directory). The original file date (i.e., the original date/time stamp from the layout) should be used for dating the material.

Figure 5 CD Layout Properties, File System Page



c. **File Types Page** - Refer to Figure 6. By default, all files in the layout should be included on the CD.

Figure 6 CD Layout Properties, File Types Page (Recommended Defaults)



4. When you have completed the change(s) to the **CD Layout Properties Sheet**, click **OK**. The settings will be associated with the current layout. If you elected to change the default settings, your changes will become the new default settings. You are now ready to save the layout, or directly create either a CD or an image file (see the **Note** below) from it.

Note

You can not save a layout imported from a CD as an image; you can only add a session to it on the original CD (provided there is enough free space) or use it to create a new CD (to which you may add sessions).

Importing a Layout (Session) from a CD

Note

To import a layout (session) from a CD, the CD must have at least one unrecorded track (and 7060 free blocks), and not have been closed for writing, because it is assumed the new layout will be recorded back onto the CD from which the original was imported.

Additionally, an imported layout can not be used to create a new image, although it can be saved as a new layout and used to create a new CD (to which additional sessions can be added).

1. Insert the source CD in the CD-RW drive.
2. Select **CD | Import Session** from the menu bar. If the CD does not have the required free space for a new track (see the **Note** above) the **Check Media** message box (Figure 7) will be displayed. If the CD has the required free space, a message “Analyzing session, please wait...“ will briefly be displayed, after which the **Import Session** dialog box (Figure 8) will be displayed.

Figure 7 Check Media Message Box

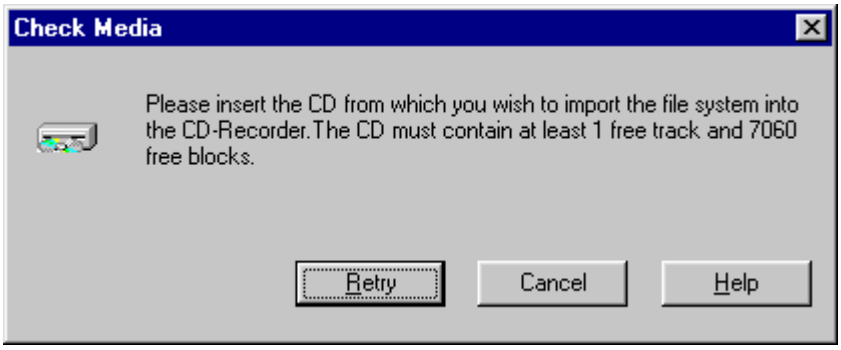
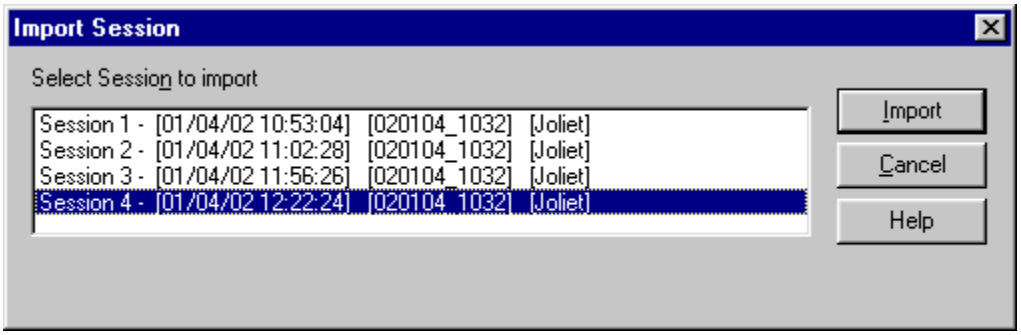

Check Media
Please insert the CD from which you wish to import the file system into the CD-Recorder.The CD must contain at least 1 free track and 7060 free blocks.
Retry
Cancel
Help

Figure 8 Import Session Dialog Box

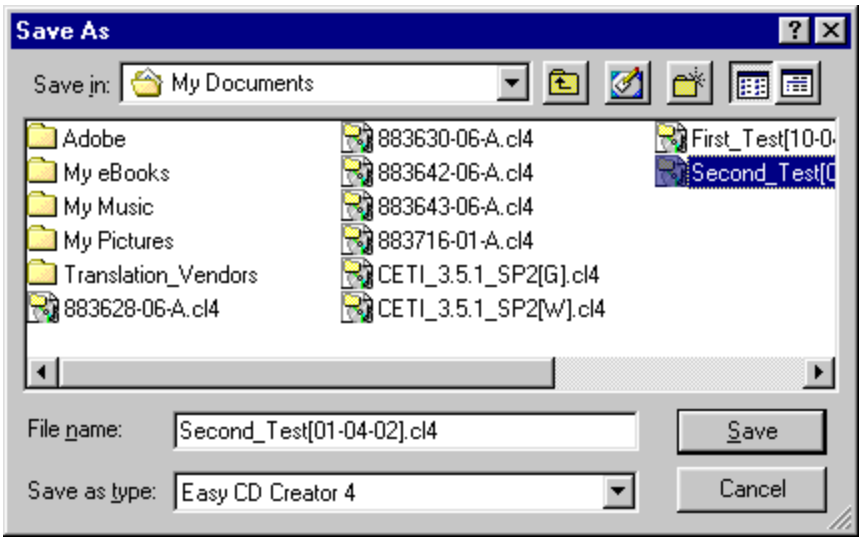

Import Session
Select Session to import
Session 1 - [01/04/02 10:53:04] [020104_1032] [Joliet]
Session 2 - [01/04/02 11:02:28] [020104_1032] [Joliet]
Session 3 - [01/04/02 11:56:26] [020104_1032] [Joliet]
Session 4 - [01/04/02 12:22:24] [020104_1032] [Joliet]
Import
Cancel
Help

3. Highlight the session to import (sessions may be selected only one at a time) and click **Import**. The session will be opened as a layout in the **CD Layout** pane of the **Easy CD Creator Window** (refer to Figure 3). For guidance in adding data to an imported layout, continue with Step 2 under "Creating a Layout for a CD or an Image (Single- or Multi-Session)."

Saving a Layout

1. Select **File** | **Save** or **File** | **Save As** on the menu bar. You will be prompted (see Figure 9) to save the layout (the default file extension is ".cl4").

Figure 9 Save As Dialog Box



2. Name the layout file and click **Save** (if the file name is already in use, you will be prompted to confirm overwriting the existing file or you may use a different name for the file). It is recommended that you retain the default ".cl4" file extension when naming the file.

Caution

Please note that you may not add sessions to an image, only to a CD. In order to be able to write additional sessions to a CD, you must save the layout (you are given another opportunity to save the layout after writing a CD, discussed under "Creating a CD from a Layout") or import the layout from the existing CD, discussed under "Importing a Layout (Session) from a CD."

Creating a CD from a Layout

1. Insert a new CD (or an open one with an existing (or imported) session) into the CD-RW drive. If you are:

- Creating a CD from an open (or imported) layout — You do not need to validate the layout, as it is in process and could not have been altered. Continue with Step 3.
- Opening an existing (single or multi-session) layout — Select **File** | **Open CD Layout** (or **Ctrl**+**O**) and navigate to and select the appropriate Easy CD Creator layout file (".cl4" data format). Validate the layout.

2. Select **File | Validate Layout**. The **Validating Layout** message box (Figure 10) will be displayed. Validating the layout verifies that no files or directories have been moved or deleted since the layout was last saved. If no errors are found, click **Close**; if an error is encountered, you will be prompted (Figure 11) to decide how to proceed:

- **Yes** — Delete the moved/missing file or directory from the layout file and continue processing.
- **No** — Ignore the moved/missing file or directory in the layout file and continue processing.
- **Stop** — Cancel the validation process so you can correct the error (after which you should validate the layout again).

Figure 10 Validating Layout Message Box

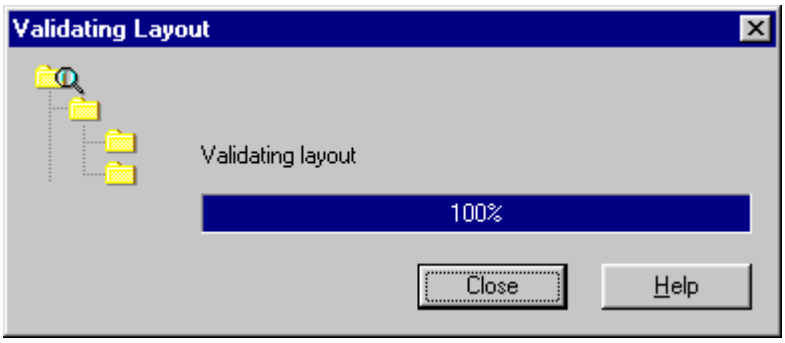
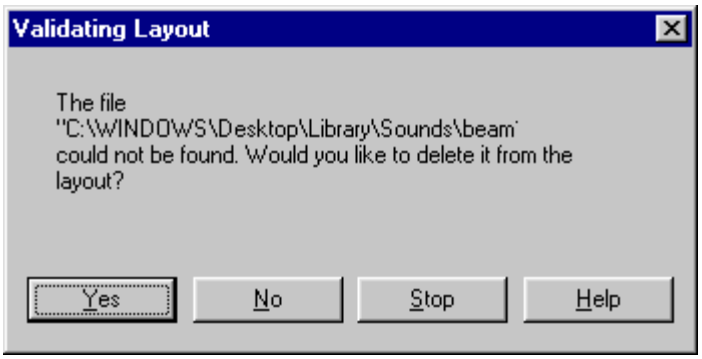
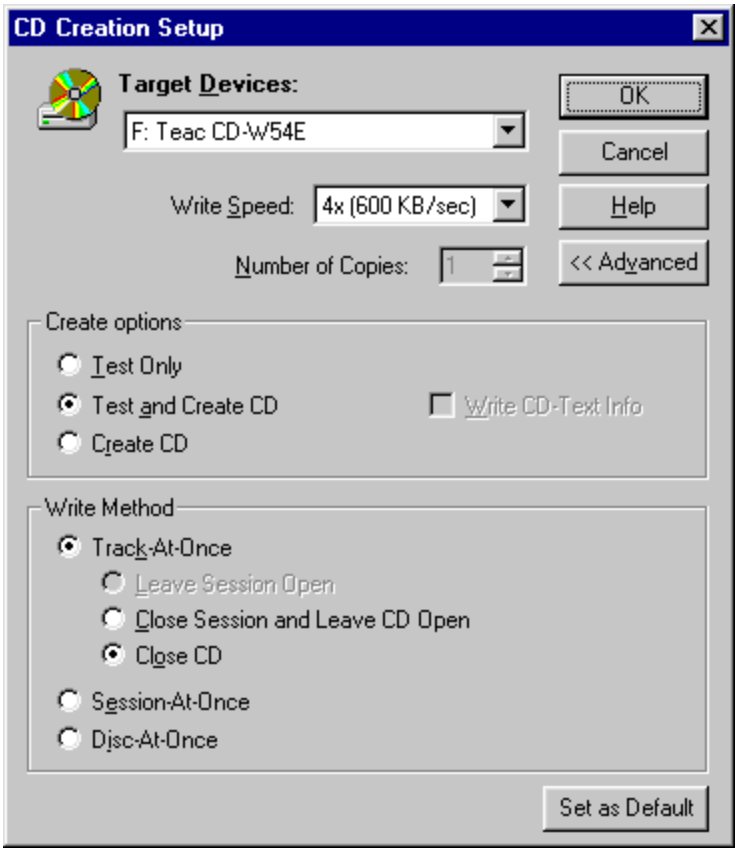


Figure 11 Validating Layout Message Box (Validation Error Found)



3. Select **File** | **Create CD** or click **Create CD** on the button bar. The **CD Creation Setup** dialog box (Figure 12) will be displayed (in Figure 12 the **Advanced** button has been clicked, revealing advanced processing options).

Figure 12 CD Creation Setup Dialog Box (Recommended Defaults)



Note

Write Speed might have to be reduced to accommodate the network's transfer rate. When recording, if the automatic **System Test** transfer rate test starts, allow it to complete (it can take several minutes as Easy CD Creator checks your drives' transfer rates). If you receive buffer underrun errors but have already reduced the write speed to its lowest rate, 1x (150 KB/sec), it might be necessary for you to copy the data from its location on the network to the PC on which you are creating the CD before you will be able to record successfully.

Test and Create CD performs a test in which the files are actually passed to the drive, but no information is recorded on the CD during the test. Recording begins only *after* a successful test.

Close Session and Leave CD Open is used for multi-session recording. You will also need to set the CD's layout to **Mode 2: CDROM XA** (see the **Note** under Figure 4).

4. Click **OK**. The **CD Creation Process** dialog box (Figure 13) will be displayed, the drive will be initialized, and the media and transfer rate will be checked (see the **Note** above). Please also note:

- If the disc in the drive is a CD-RW disc, the **Compatibility Warning** message box (Figure 14) will be displayed. Click **OK** to proceed with testing/recording.
- If the disc in the drive (CD-R or CD-RW) contains data (e.g., for a multi-session CD) a generalized **Easy CD Creator** (pre-existing data) message box (Figure 15) will be displayed. Click **Yes** to proceed with testing/recording.

  If the test is successful, the data will be recorded on the CD and, when recording and verification are successfully completed, it will be acknowledged (Figure 16 shows the message that will be displayed).

Figure 13 CD Creation Process Dialog Box (Copying/Testing Phase)

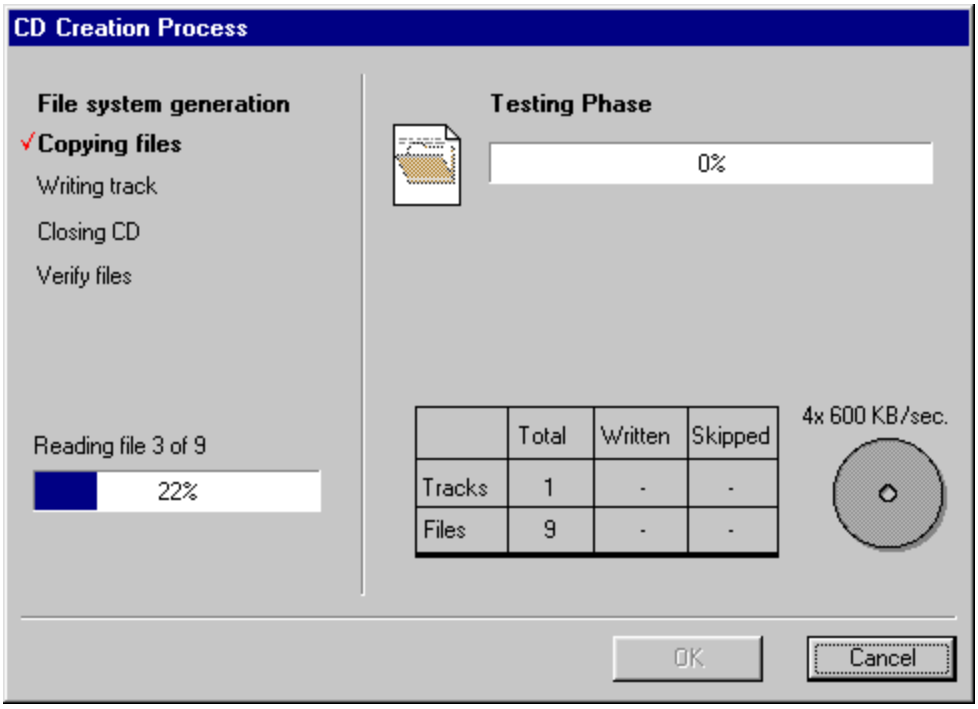


Figure 14 Compatibility Warning Message Box (Disc is CD-RW)

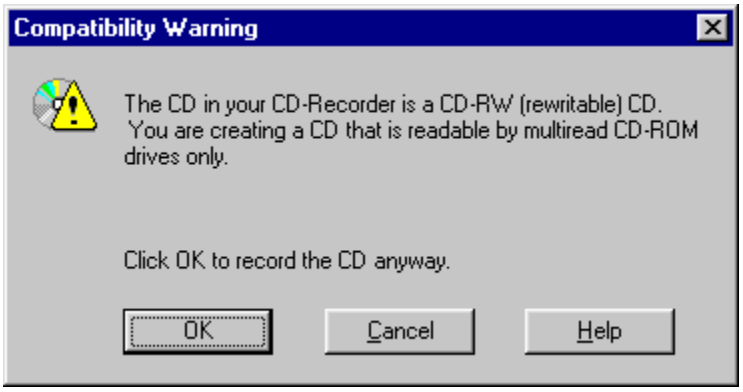
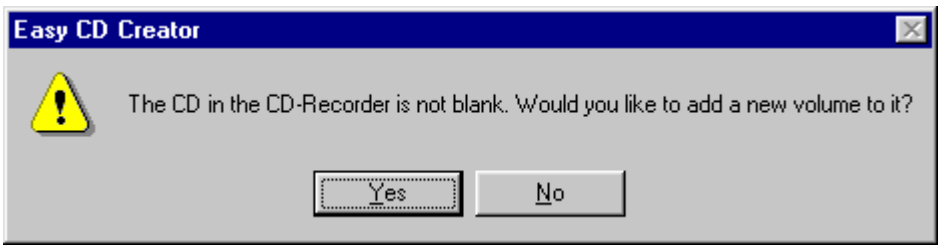

Compatibility Warning
The CD in your CD-Recorder is a CD-RW (rewritable) CD.
You are creating a CD that is readable by multiread CD-ROM drives only.
Click OK to record the CD anyway.
OK
Cancel
Help

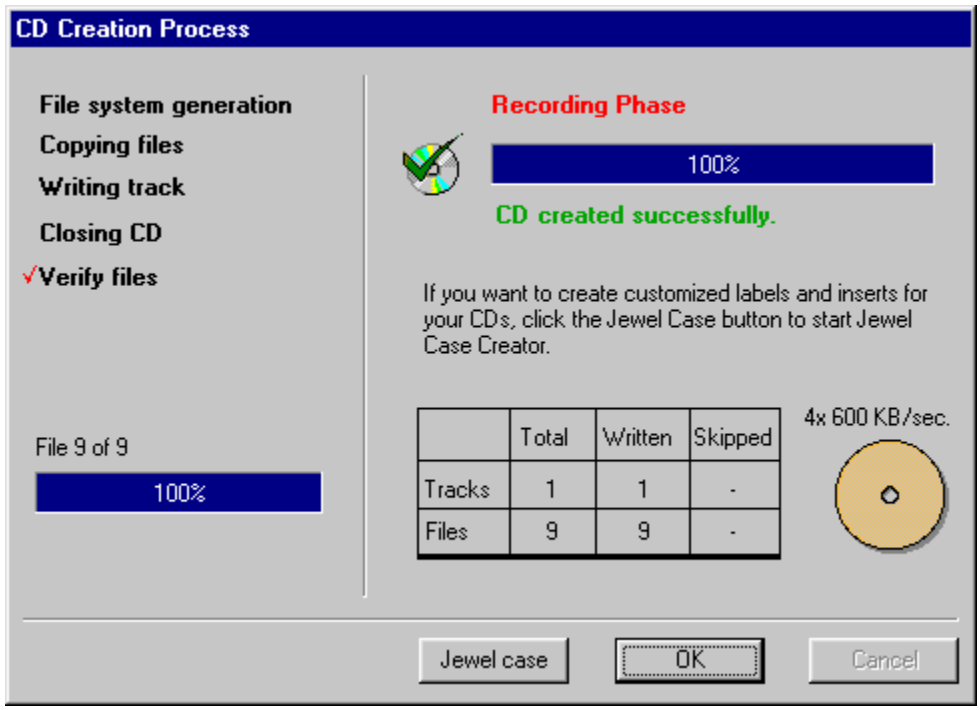
Figure 15 Pre-existing Data Message Box (CD in Drive Contains Data)



Caution

When subsequent sessions are being recorded on a multi-session CD, the drive tray will briefly open and close. This is normal—do not interrupt processing of the CD or the write operation will be aborted and you will be required to start over. If writing has commenced on a CD-R disc and is interrupted, the disc might be rendered unwritable and you might lose the data.

Figure 16 CD Creation Process Dialog Box (Verification Completed)

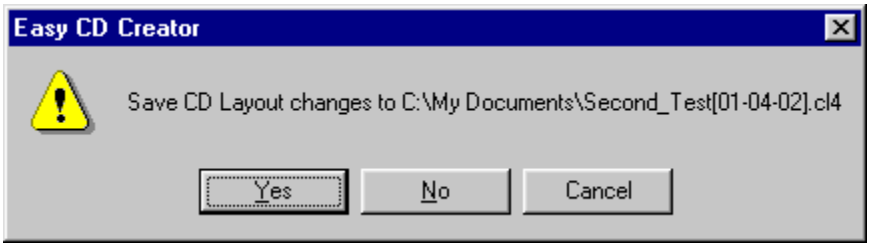


Note

The interface related to the button **Jewel case** is described in the section "Using Jewel Case Creator."

5. Click **OK** to acknowledge completion of the recording session. You will be prompted (see Figure 17) to save the layout (the default file extension is ".cl4"). Please note that in order to be able to write additional sessions to the CD you must save the layout.

Figure 17 Save CD Layout Changes Message



6. Click **Yes** to save the layout. If the layout is new, you will be prompted (see Figure 9) for the file name to save the file as (if the file name is already in use, you will be prompted to confirm overwriting the existing file or you may use a different name for the file). It is recommended that you retain the default ".cl4" file extension when naming the file.
7. Remove the recorded CD from the drive and immediately identify it.

Creating an Image from a Layout

1. If you are:

- Creating an image from an open layout — Select **File** | **Create CD Image** on the menu bar.
- Opening an existing (single or multi-session) layout — Select **File** | **Open CD Layout** (or **Ctrl**+**O**) on the menu bar and navigate to and select the appropriate Easy CD Creator layout file (".cl4" file extension). Then select **File** | **Create CD Image** on the button bar.

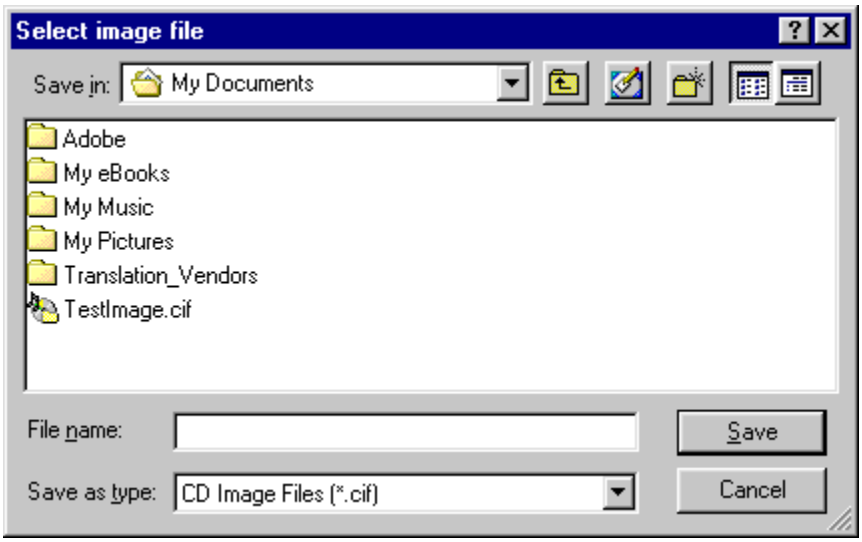
Note

A layout that has been imported from a CD can not be used to create a CD image. For more information on importing layouts, refer to "Importing a Layout (Session) from a CD."

Also, testing of an image is not performed during the creation process; it occurs during the recording process. Please refer to "Creating a CD from an Image" for more information.

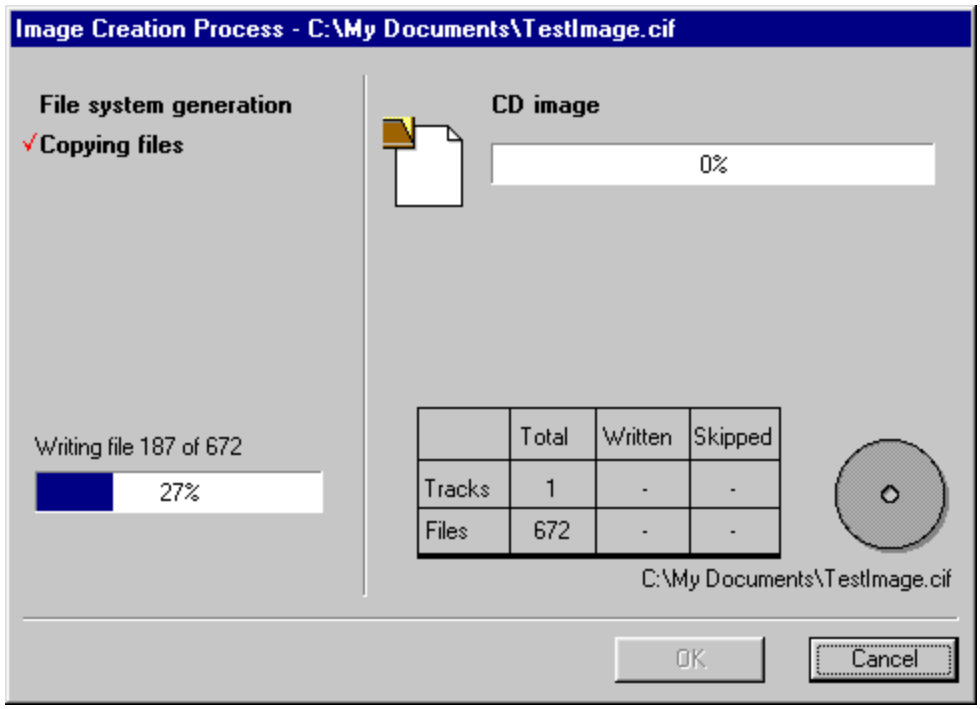
The **Select image file** dialog box (Figure 18) will be displayed. You do not select an image file through this dialog box, you name and save the image file.

Figure 18 Select image file Dialog Box (File Save Mode)



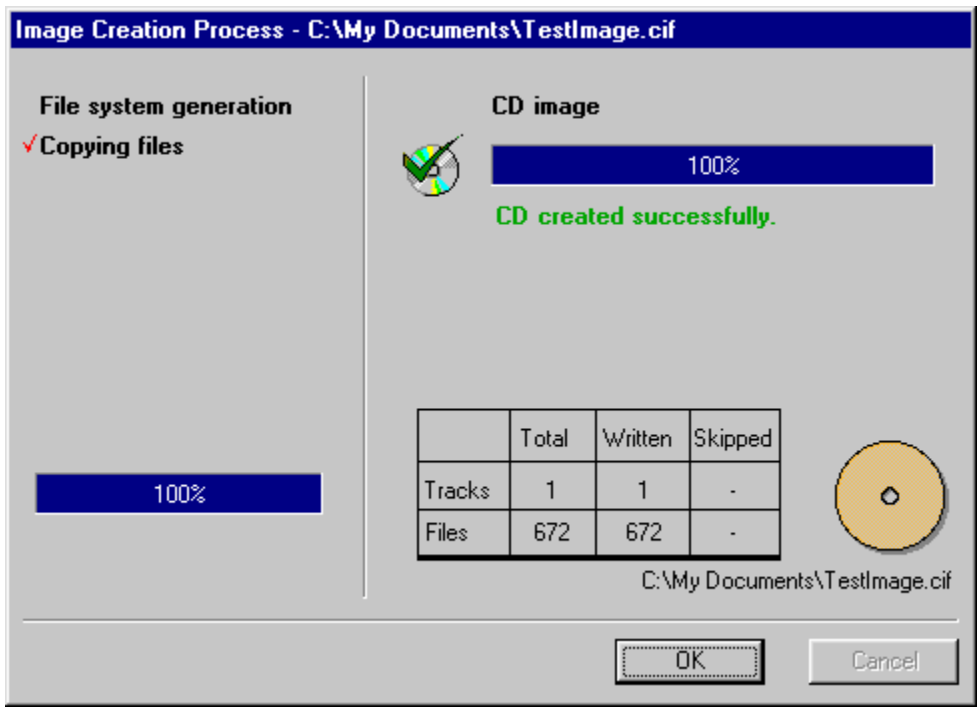
2. Enter the name you want to save the file as and click **Save** (if the file name is already in use, you will be prompted to confirm overwriting the existing file or you may use a different name for the file). It is recommended that you retain the default ".cif" file extension when naming the file. The **Image Creation Process** dialog box (Figure 19) will be displayed).

Figure 19 Image Creation Process Dialog Box



3. When Easy CD Creator has finished generating the image it will be acknowledged (Figure 20, following, shows the message that will be displayed).

Figure 20 Image Creation Process Dialog Box (Creation Completed)



4. Click **OK** to acknowledge completion of the imaging session. You may record the image on CD (refer to "Creating a CD from an Image.")

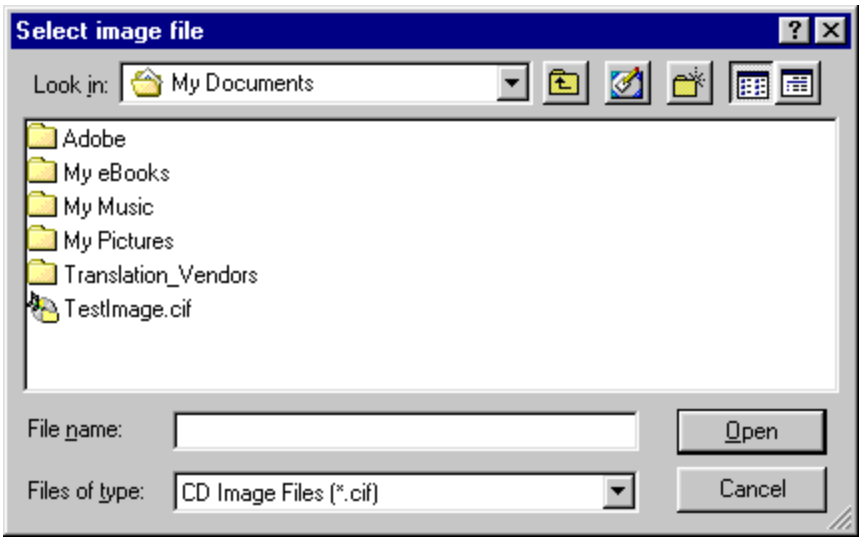
Note

Unlike a CD, you may not add sessions to an image. In order to change the image, you must change the related layout and recreate the image.

Creating a CD from an Image

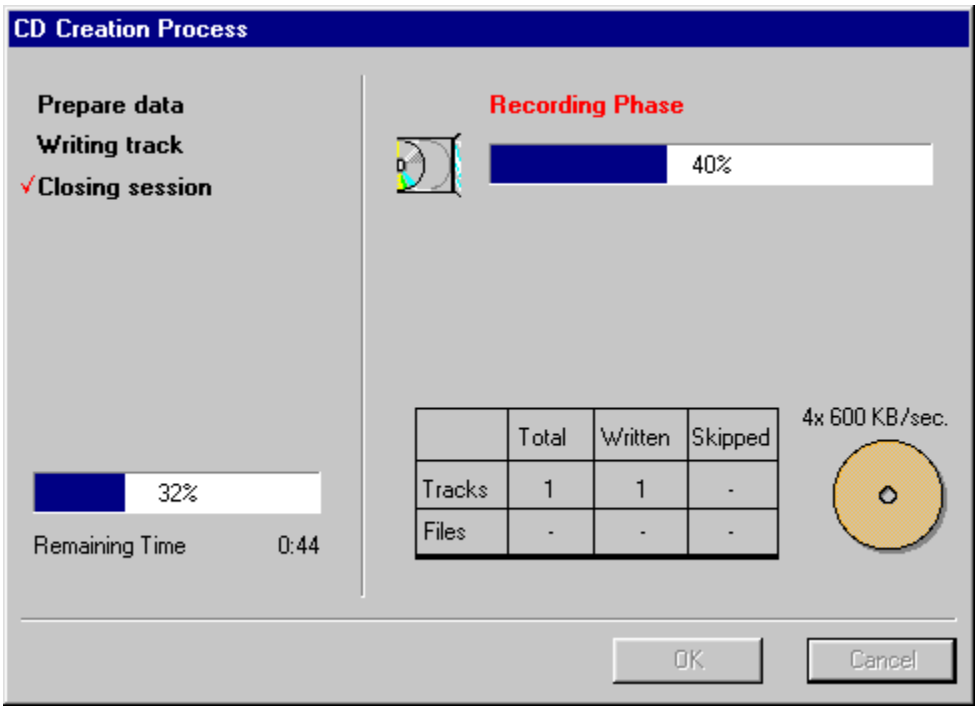
1. Insert a new CD into the CD-RW drive and select **File | Create CD from CD Image**. The **Select image file** dialog box (Figure 21) will be displayed.

Figure 21 Select image file Dialog Box (File Open Mode)



2. Select the image file to write to CD and click **Open**. The **CD Creation Setup** dialog box (Figure 12) will be displayed. Refer to "Creating a CD from a Layout" for more information about that dialog box. When you click **OK** on the **CD Creation Setup** dialog box, the **CD Creation Process** dialog box (Figure 22) is displayed, the drive is initialized, and the media and transfer rate are checked (see the **Notes** following Figure 22).

Figure 22 CD Creation Process Dialog Box (Recording Phase)



Note

If the disc in the drive is a CD-RW disc, the **Compatibility Warning** message box (Figure 14) will be displayed and requires clicking **OK** for testing and recording to proceed.

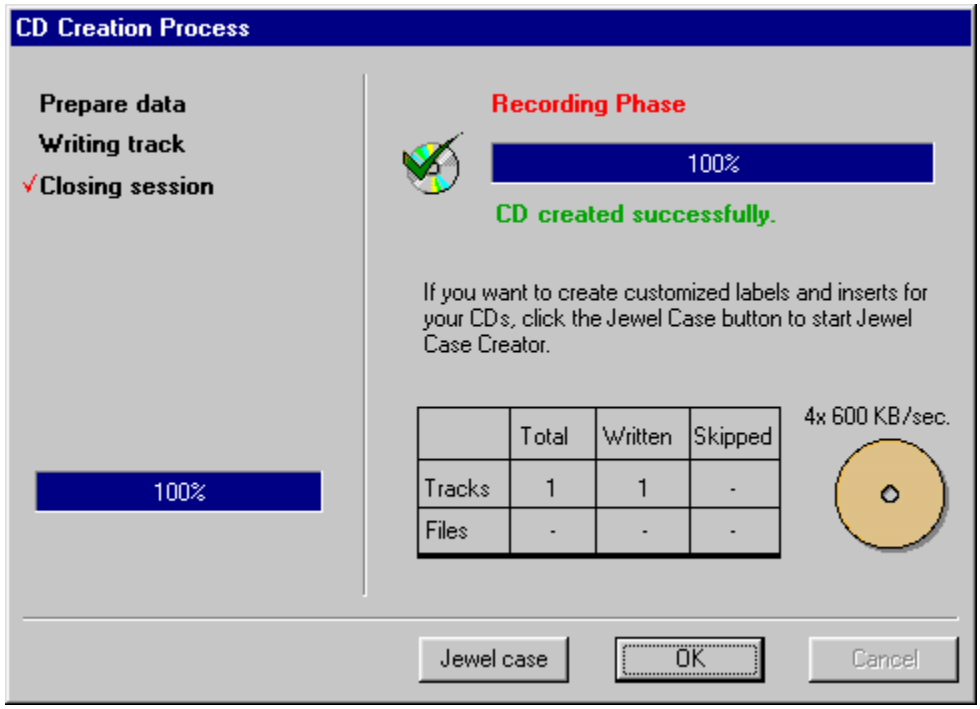
Image file verification is performed before recording of the image on CD begins. If an error is encountered, a message will be displayed and recording will be terminated.

Note

If the automatic **System Test** transfer rate test starts, allow it to complete (it can take several minutes as Easy CD Creator checks the network's and your drives' transfer rates). If you receive buffer underrun errors but have already reduced the write speed to its lowest rate, 1x (150 KB/sec), it might be necessary for you to copy the data from its location on the network to the PC on which you are creating the CD before you will be able to record successfully.

3. When Easy CD Creator has finished recording the CD it will be acknowledged (Figure 23, following, shows the message that will be displayed). Refer to "Using Jewel Case Creator" for information about the **Jewel case** button.

Figure 23 CD Creation Process Dialog Box (Recording Completed)



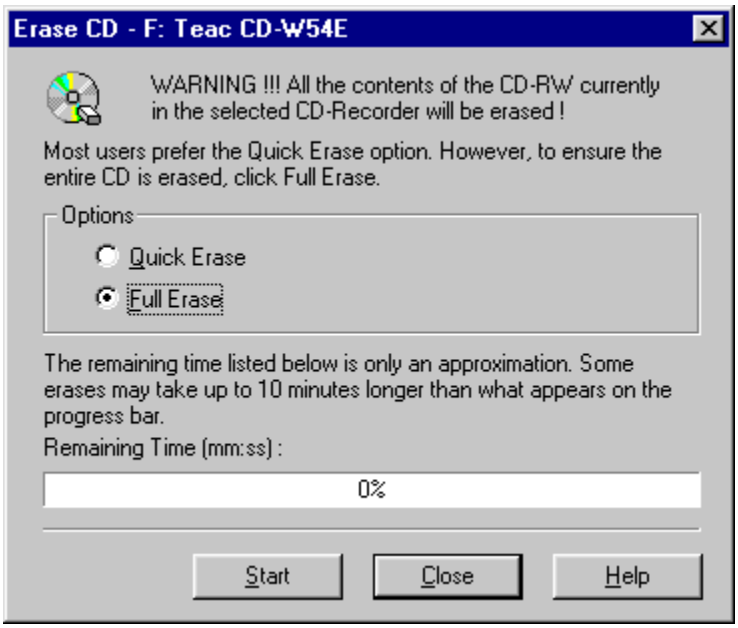
4. Click **OK** to acknowledge completion of the recording session.
5. Remove the recorded CD from the drive and immediately identify it.

Notes About CD-RW Discs (Erasure and Reuse)

CD-RW discs support all of the data management functions described in the foregoing sections, and more. The discs can be erased and re-recorded 1,000 or more times. To erase a CD-RW disc using Easy CD Creator:

1. Insert a CD-RW disc containing data into the CD-RW drive. From the menu bar select **CD | Erase CD**. The **Erase CD** dialog box (Figure 24) will be displayed.

Figure 24 Erase CD Dialog Box (Full Erase Recommended)

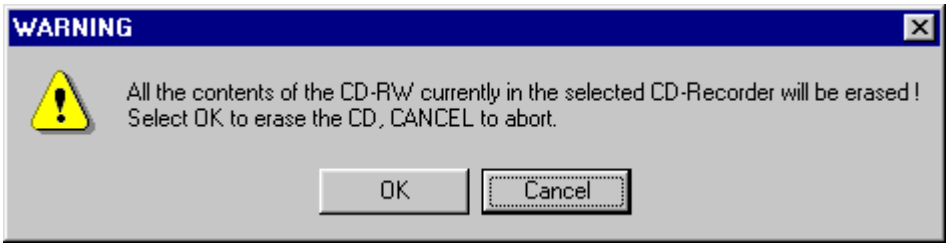

Erase CD - F: Teac CD-W54E
WARNING !!! All the contents of the CD-RW currently in the selected CD-Recorder will be erased !
Most users prefer the Quick Erase option. However, to ensure the entire CD is erased, click Full Erase.
Options
Quick Erase
Full Erase
The remaining time listed below is only an approximation. Some erases may take up to 10 minutes longer than what appears on the progress bar.
Remaining Time (mm:ss) :
0%
Start
Close
Help

2. Select the erasure method you want to use:

- **Quick Erase** — Erases data only to the last written block.
- **Full Erase** — Erases the entire CD (recommended).

3. Click **Start**. A **WARNING** message box (Figure 25) will be displayed, prompting you to confirm that you want to erase the disc.

Figure 25 WARNING Message Box (CD-RW Erasure Confirmation)


WARNING
All the contents of the CD-RW currently in the selected CD-Recorder will be erased !
Select OK to erase the CD, CANCEL to abort.
OK
Cancel

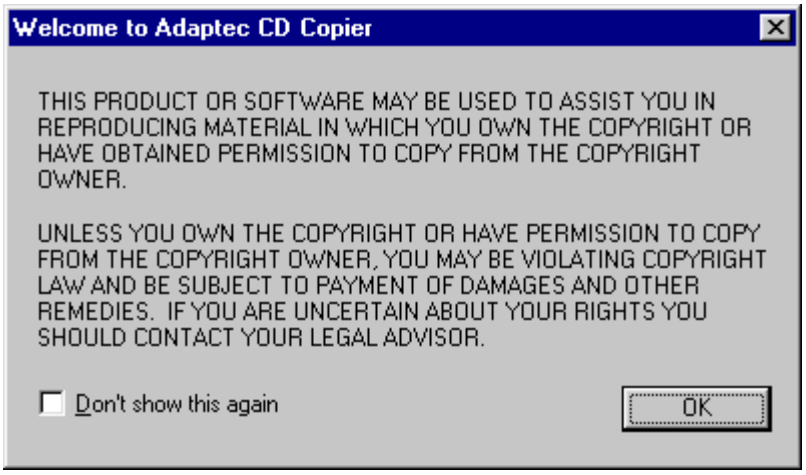
4. Click **OK** to begin. Progress of the erasure will be reported in the **Remaining Time (mm:ss)** progress bar. When erasure is complete, click **Close** to close the dialog box.

5. Remove the CD from the drive for reuse.

Using CD Copier

The **CD Copier** button (or **CD | CD Copy** on the menu bar of the **Easy CD Creator** window (Figure 3)) invokes the **Welcome to Adaptec CD Copier** message box (Figure 26), which contains an admonition against reproducing copyright-protected material without authorization. This message is normally displayed before the primary user interface for copying CDs, but may be hidden at the user's discretion. Read the notice in Figure 26 and the **Caution** below it. Check the **Don't show this again** check box if you do not want this message displayed every time you begin to copy a CD.

Figure 26 Welcome to Adaptec CD Copier Message Box


Welcome to Adaptec CD Copier
THIS PRODUCT OR SOFTWARE MAY BE USED TO ASSIST YOU IN REPRODUCING MATERIAL IN WHICH YOU OWN THE COPYRIGHT OR HAVE OBTAINED PERMISSION TO COPY FROM THE COPYRIGHT OWNER.
UNLESS YOU OWN THE COPYRIGHT OR HAVE PERMISSION TO COPY FROM THE COPYRIGHT OWNER, YOU MAY BE VIOLATING COPYRIGHT LAW AND BE SUBJECT TO PAYMENT OF DAMAGES AND OTHER REMEDIES. IF YOU ARE UNCERTAIN ABOUT YOUR RIGHTS YOU SHOULD CONTACT YOUR LEGAL ADVISOR.
Don't show this again
OK

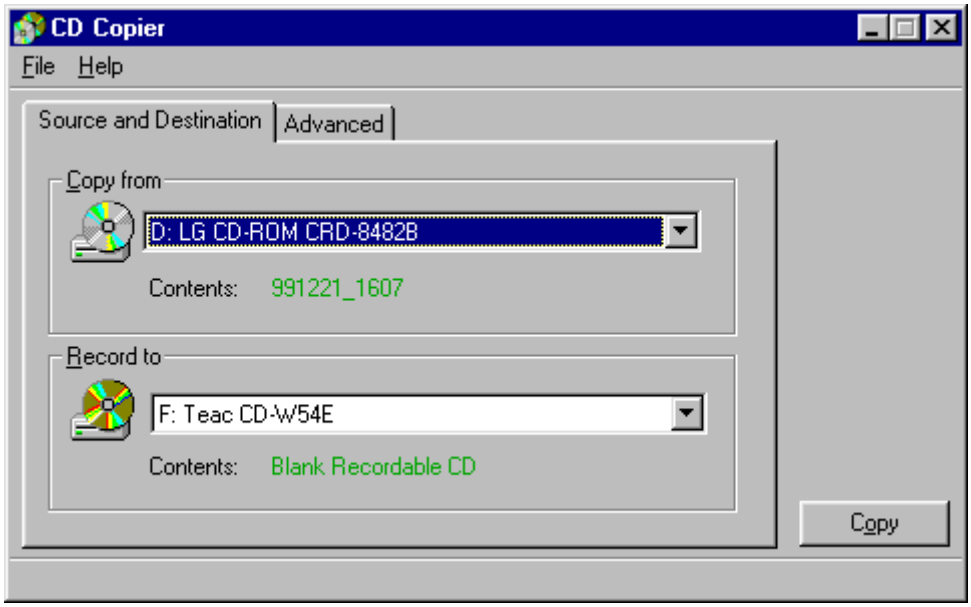
Caution

If you reproduce any discs (or any materials) other than those produced by Wyse, ensure that you are in compliance with all applicable licensing agreement(s) and any copyrights that are associated with that material.

1. Insert the source CD into the CD-ROM drive and the destination CD into the CD-RW drive.
2. Click **OK** on the **Welcome to Adaptec CD Copier** message box (if displayed). The **CD Copier** dialog box (Figure 27) will be displayed. This dialog box contains two property pages, **Source and Destination** and **Advanced**: The functions of these property pages are:

- **Source and Destination** property page (Figure 27) — Provides two areas with list boxes, used to select the drives to copy from and record to. The areas' functions are as follows:
  - **Copy from** area — This area contains a drop-down list box, showing the source drive and, underneath, a brief description of the contents (the volume label) of the disc in the drive. Accept the listed CD-ROM drive or select a different drive using the drop-down list.
  - **Record to** area — This area contains a drop-down list box, showing the destination drive and, underneath, a brief description of the contents of the disc in the drive (see the **Note** below). Unless you access another CD-RW unit, the drive that should be listed is Teac CD-W54E.

Figure 27 CD Copier, Source and Destination Property Page



Note

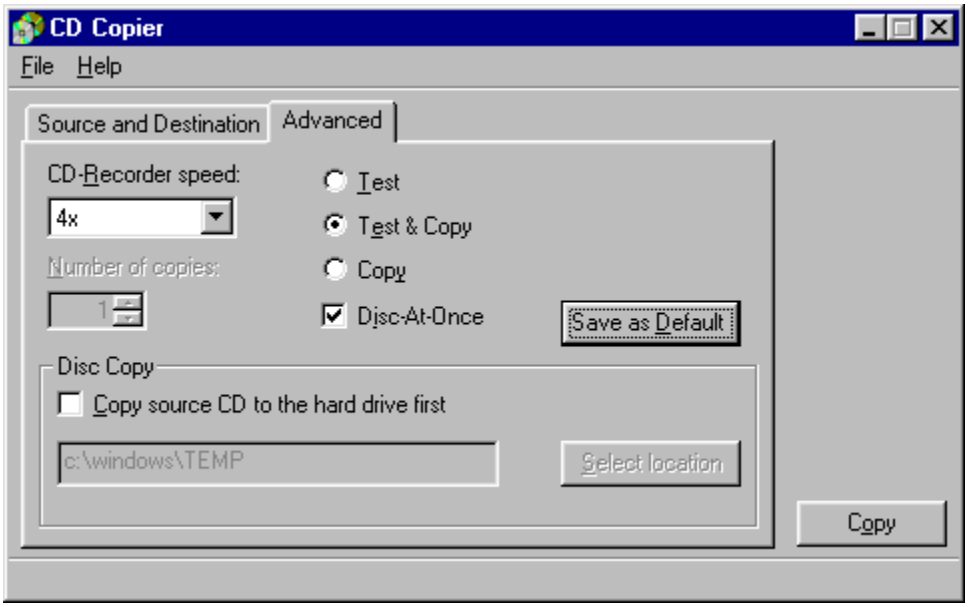
The drive listed in the **Copy from** list box is only an example; the drive listed in this area might be different from system to system.

Also, ensure that the disc you are recording to has no material recorded on it (i.e., the description of the **Contents** under the **Record to** list box is not anything other than “Blank Recordable CD“) and that its storage capacity is equal to or greater than the amount of material you are copying, or an error message will be displayed.

- **Advanced** property page (Figure 28) — Provides an interface through which you may select processing options to compensate for drive/network speed, to specify testing parameters, and to change the page’s default settings.
  - **CD Recorder speed** list box — This list box allows you to select the speed at which to record the material from the source drive (see the **Note** below). Accept the default (**4x (600 KB/sec)**) recorder speed or select one of the other speeds (but only if needed):
    - 1x (150 KB/sec)
    - 2x (300 KB/sec)
  - **Test & Copy** — This setting ensures that the system will conduct drive speed and copy validation testing during processing, reducing the number of attempts required to successfully produce a valid CD-ROM.
  - **Disc-At-Once** — This setting ensures the most rapid recording of the material, as the laser remains on between the writing of different tracks.

  If you elected to change the default settings (i.e., if you clicked **Save as Default**), your changes will become the new default settings.

Figure 28 CD Copier, Advanced Property Page (Recommended Defaults)



Note

CD-Recorder speed might have to be reduced to accommodate the source drive's (and/or the network's) transfer rate. When recording, if the automatic **System Test** transfer rate test starts, allow it to complete (it can take several minutes as Easy CD Creator checks your drives' and/or the network's transfer rates).

Copy source CD to the hard drive first might have to be set if you receive buffer underrun errors but have already reduced the CD-RW unit's write speed to its lowest rate, 1x (150 KB/sec). Checking this check box enables Easy CD Creator to copy all of the data from the source CD to a hard disk you select, before recording the data on the destination CD. However, the hard drive must have enough space for this to occur and the network's transfer rate must be fast enough (if the drive is on a network resource), or an error message will be displayed and you will not be able to copy the CD until these conditions are satisfied.

3. Click **Copy** on the **CD Copier** dialog box. The **CD Creation Process** dialog box (Figure 29) will be displayed, the drive will be initialized, and the media and transfer rate will be checked (see the **Note** above). Please also note that if the disc in the drive is a CD-RW disc, the **Compatibility Warning** message box (Figure 14) will be displayed.
4. Click **OK** to proceed with testing/recording. If the test is successful, the data will be recorded on the CD and, when recording and verification are successfully completed, it will be acknowledged (Figure 30 shows the message that will be displayed)

Figure 29 CD Creation Process Dialog Box (Testing Phase)

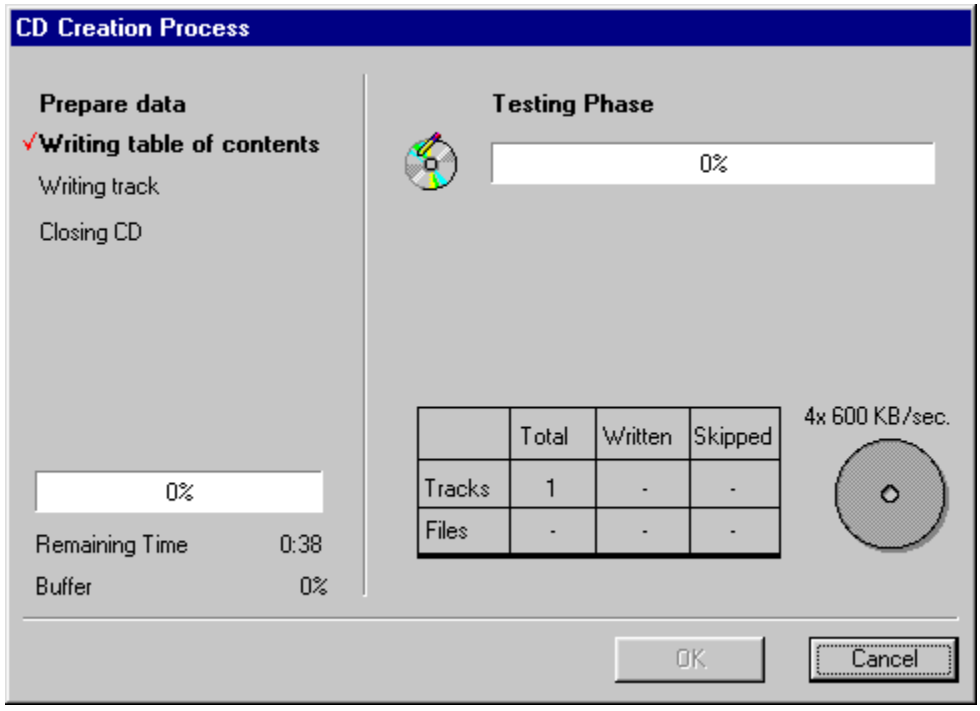
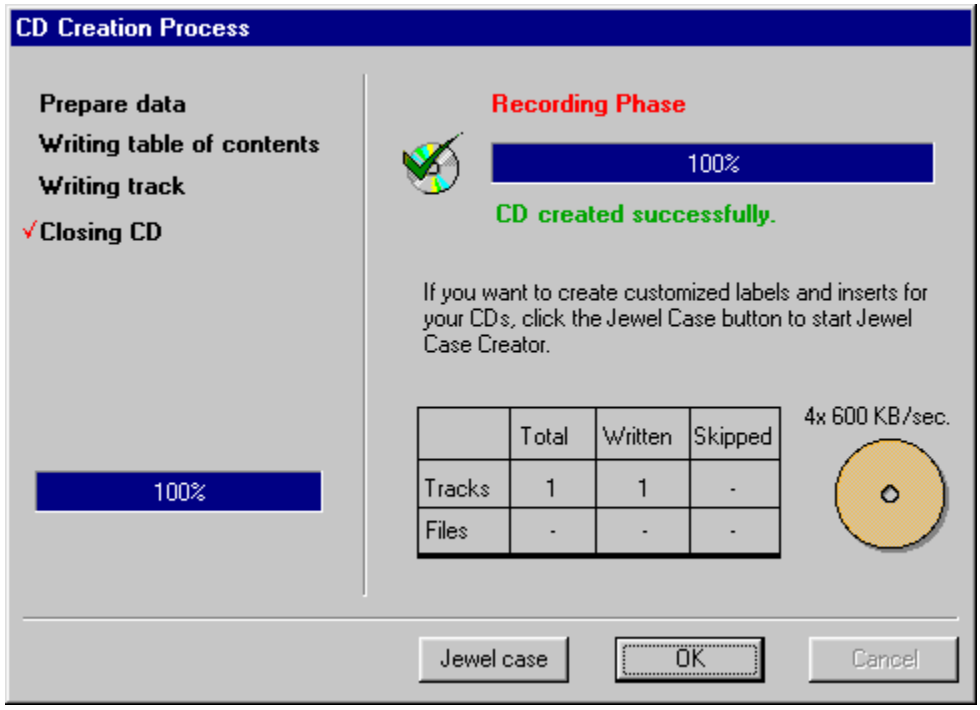


Figure 30 CD Creation Process Dialog Box (Testing Phase)



5. Remove the source and destination CDs from the drives and immediately identify the copy. Refer to "Using Jewel Case Creator" for information about the **Jewel case** button.

Using Jewel Case Creator

The **Jewel Case Creator** button on the **Welcome** panel (or the **Jewel case** button on the **CD Creation Process** dialog box) invokes the **Jewel Case Creator** window (Figure 31), which provides a convenient method of identifying the jewel cases in which CDs are stored. The window has two panes: the **Page** pane (in which different label icons provide easy selection of views of the labels) and an editing pane (in which the selected label may be edited).

This section discusses only the label icons **Front Cover** and **Back Cover (U-Card)**, and only those features needed for Tech Pubs' basic operations.

Note

Figure 31 shows the **Front Cover** view of the department's template for labeling CDs, TechPubs_CDJewelCase.jwl, which is stored with the soft-copy documents in Tech Pubs' on-line library (".jwl" is Jewel Case Creator's label file extension). The template is based on Jewel Case Creator's **Generic** theme, which, for the purpose of this guide, has been set as the default theme (different themes can be viewed, and the default (**Music**) changed, through **Format | Change Theme**).

Use felt-tip, permanent marking pens to identify disc(s). Be sure to print clearly!

The identifying information that is needed for most Tech Pubs CDs and jewel case labels (refer to Figures 31 and 32 for sample case labels) includes:

- The Agile part number and nomenclature of the material on the CD (on the CD and both the front and back covers).
- The date of the CD and what type of a copy it is (i.e., master copy, archive copy, etc.), also on the CD.
- A brief description of the contents of the CD.
- The title of the data or document on the CD.
- Notes about the material on the CD, or, if the CD is one CD of a set (e.g., for a manual suite or on-line library), a list of the other documents related to the release, ordered by Agile part number and nomenclature.

Note

Use the Arial typeface, at 10 points, for consistency among labels. Use the **Properties** toolbar (it is used for setting typeface, point size, and other text formatting).

Figure 31 Jewel Case Creator Window (Front Cover, TechPubs_CDJewelCase.jwl Template)

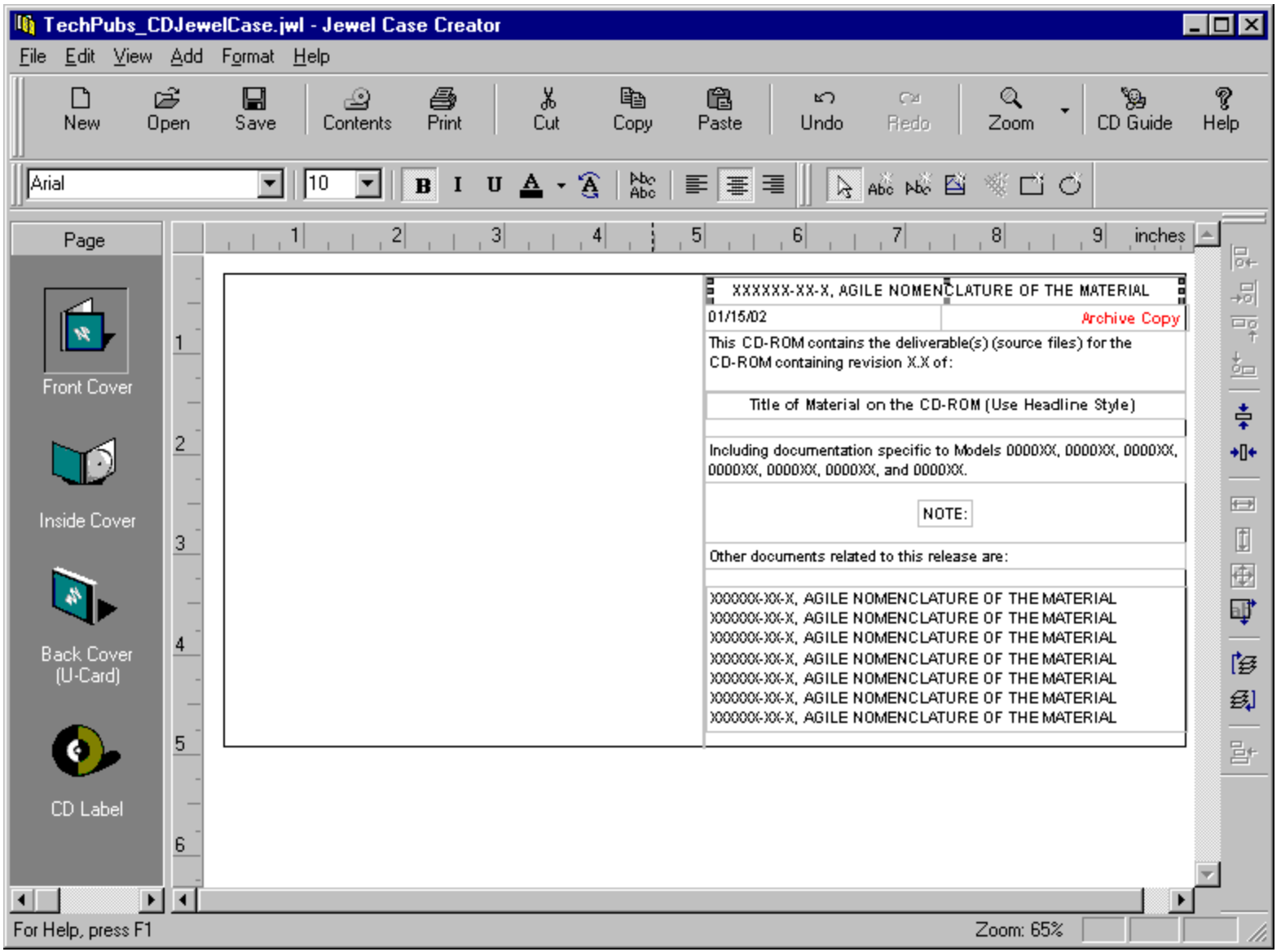
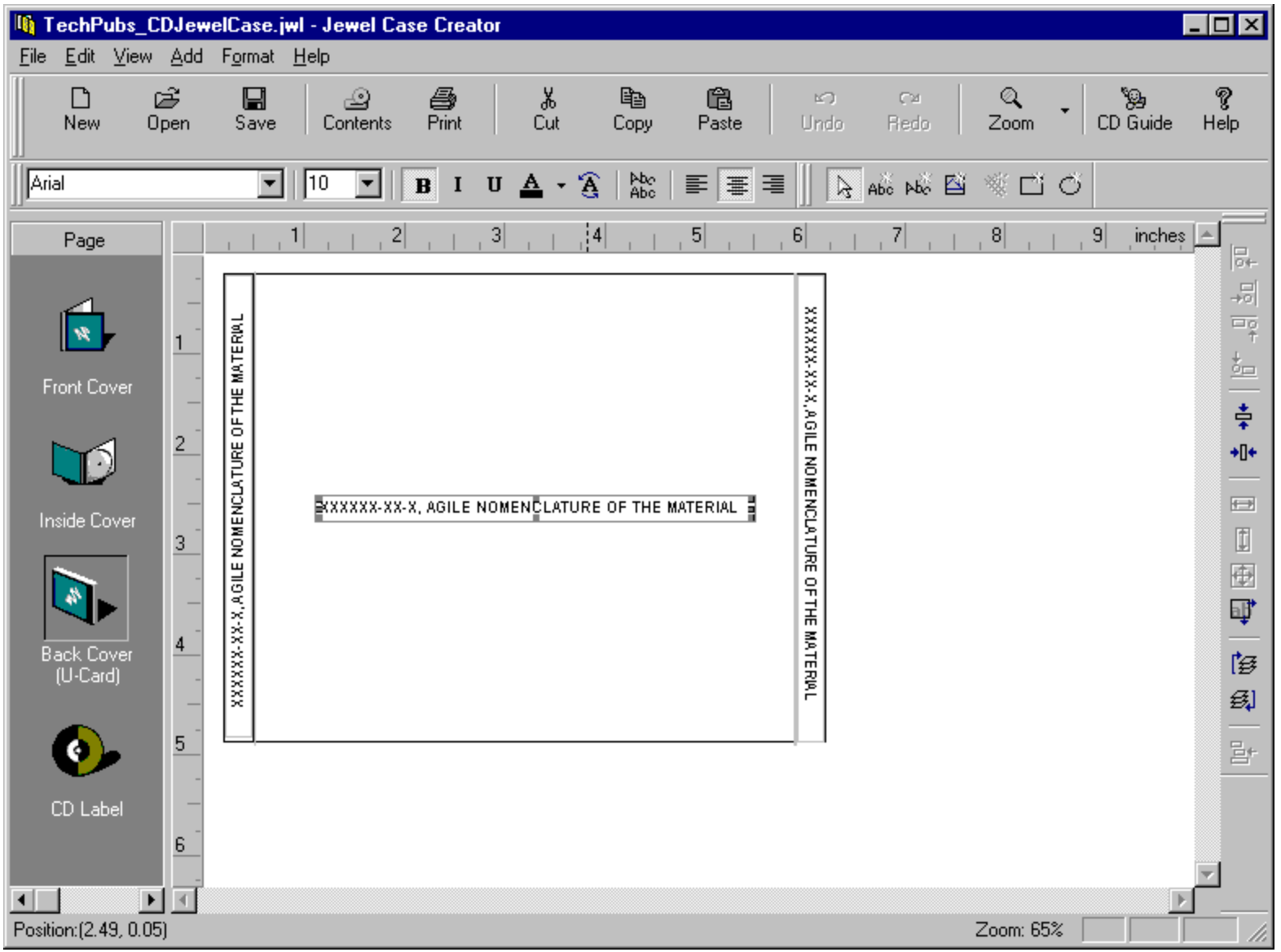

TechPubs_CDJewelCase.jwl - Jewel Case Creator
File Edit View Add Format Help
New Open Save Contents Print Cut Copy Paste Undo Redo Zoom CD Guide Help
Arial
10
Page
Front Cover
Inside Cover
Back Cover (U-Card)
CD Label
inches
XXXXXX-XX-X, AGILE NOMENCLATURE OF THE MATERIAL
01/15/02
Archive Copy
This CD-ROM contains the deliverable(s) (source files) for the CD-ROM containing revision X.X of:
Title of Material on the CD-ROM (Use Headline Style)
Including documentation specific to Models 0000XX, 0000XX, 0000XX, 0000XX, 0000XX, 0000XX, and 0000XX.
NOTE:
Other documents related to this release are:
XXXXXX-XX-X, AGILE NOMENCLATURE OF THE MATERIAL
XXXXXX-XX-X, AGILE NOMENCLATURE OF THE MATERIAL
XXXXXX-XX-X, AGILE NOMENCLATURE OF THE MATERIAL
XXXXXX-XX-X, AGILE NOMENCLATURE OF THE MATERIAL
XXXXXX-XX-X, AGILE NOMENCLATURE OF THE MATERIAL
XXXXXX-XX-X, AGILE NOMENCLATURE OF THE MATERIAL
XXXXXX-XX-X, AGILE NOMENCLATURE OF THE MATERIAL
For Help, press F1
Zoom: 65%

Figure 32 Jewel Case Creator Window (Back Cover, TechPubs_CDJewelCase.jwl Template)



To edit the labels, set them up for printing, and print them:

1. By default, the view in the **Jewel Case Creator** window is the **Front Cover**. Referring to the identifying information listed above and Figures 31 and 32, as needed, click the text object(s) you intend to edit. Using the **Properties** toolbar, apply any formatting that is required (e.g., typeface, point size, boldface, italic, underline, etc.).
2. Referring to the identifying information listed above and Figures 31 and 32, as needed, double-click the text object(s) you intend to edit (or right-click and select **Edit Text**). Edit the material as needed.

Note

The **Front Cover** view's uppermost object in the right half of the editing pane (see Figure 31) is the label's title and is automatically entered into the appropriate places on the **Back Cover**.

3. Change the view to the **Back Cover**, i.e., **View | Back Cover** or select the **Back Cover (U-Card)** icon. The view will change and the back cover label (Figure 32) will be displayed. The title you applied in Step 2 above will appear in the back cover's end flaps and across the middle of the cover. If the title exceeds the length of a complete Agile part number and nomenclature (i.e., a total of 48 characters), you will need to select one of the object's handles (refer to the small, gray rectangles on the title object in Figure 32) and stretch the object until the entire title is displayed.
4. Select **File | Page Setup** to invoke the **Page Setup** dialog box (Figures 33 and 34), and on both the **Front/Inside** and the **Back (U-Card)** property sheets select **Generic (plain paper)**. Tech Pubs does not use the **CD** property sheet. When finished click **Apply**, then **OK**. You are ready to print the labels.

Figure 33 Page Setup Dialog Box (Front Cover, Recommended Paper)

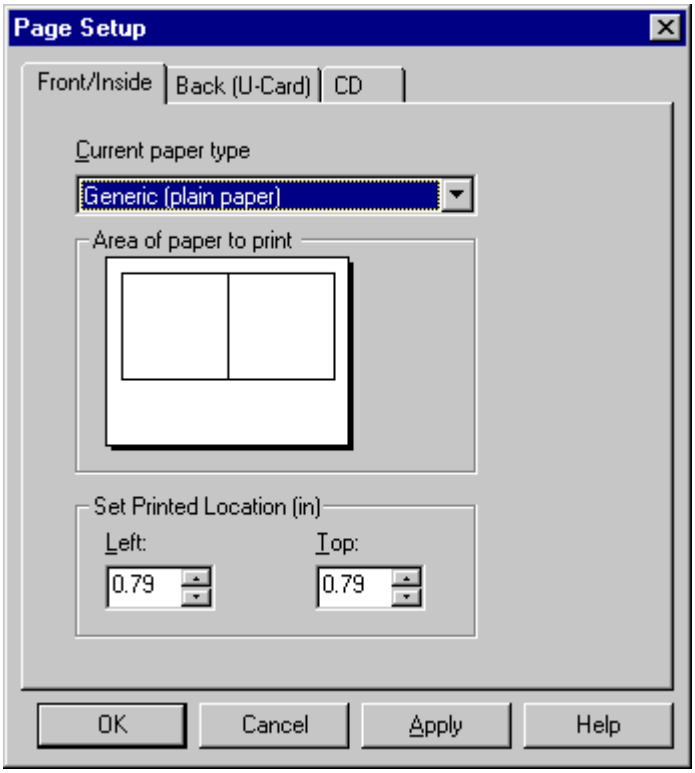
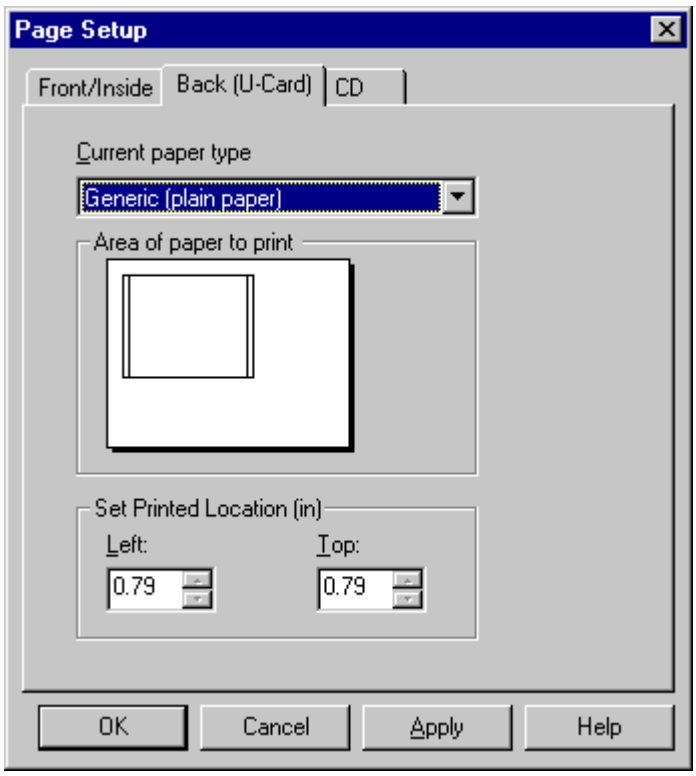
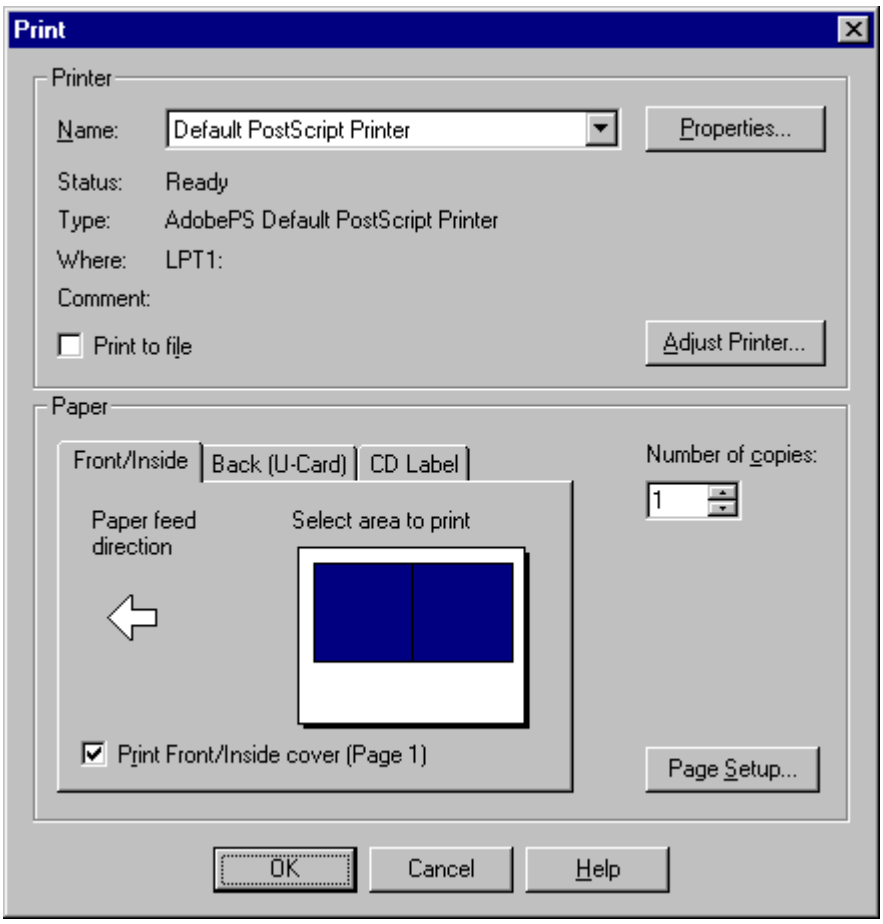


Figure 34 Page Setup Dialog Box (Back Cover, Recommended Paper)



5. Select **File | Print** (or **Ctrl**+**P**) to invoke the **Print** dialog box (Figure 35) and on both the **Front/Inside** and the **Back (U-Card)** property sheets check the check box. Tech Pubs does not use the **CD Label** property sheet. Enter the number of copies needed in the **Number of copies** spin box and click **OK** to print the labels. You are ready to cut out and use the labels.

Figure 35 Print Dialog Box



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